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Approved For Release 2000/04/14 : CIA-RDP78-03568A000300100011-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Attn: [REDACTED] E: 5 November 1952
THRU : Chief, Classification & Wage [REDACTED]
FROM : Administrative Staff, Office of Communications
SUBJECT: Transfer of NTF Symbol

25X1A9a

1. It is requested that approval be granted for the transfer of NTF symbol from position #308, Librarian (Technical), and placed against position #302, Secretary Stenographer, of the Engineering Division Table of Organization.

2. This change will facilitate the discharge of the respective workload while remaining within the required ceiling.

3. This request was originally submitted and approved on 29 August 1952. It is being resubmitted so that proper distribution may be made.

[REDACTED]
Chief, Personnel Branch

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OC-A/ CSM: pc: jc (11/5/52)

Distribution:

Orig. & 1 : Addressee
1 : Classification & Wage
1 : Admin. Files (yellow)

2 311
11/2/52

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